Re-Assign Program Director Module

The purpose of this module is to allow the transfer of grants from one Program Director to another post referral.

- 1) In Netscape go to http://cii.nci.nih.gov
- 2) Then click on the NOW production link this takes you to the **NOW Home Page** (Fig.1)
- 3) Move your pointer over "Program Activities" this will cause another menu to appear on the right
- 4) Click on "Re-Assign Program Director" in the right most menu to get into the module (Fig.2)



Fig. 1 – NOW homepage

Transfer a Program	m Director's Assignments
Please choose a Program Director whose grants are to be re-ass organization.	signed. If you want all grants associated with the person, de-select the
Enter query criteria	
Grant Number:	
PD Name:	List
PD Org:	
Find Assignments Clear	

Fig. 2 –entry screen for Re-Assign Program Director module

You do <u>not</u> need to fill in <u>all</u> of the information. If you have a single grant to transfer and you know the number, you may just type in the grant number. The PD name can be typed in or chosen from the <u>List.</u>

In the following example we will use the <u>List</u>.

The scenario is to transfer a grant (1K22CA089285-01) from Anita LoMonico to Ann Heath.

- 1) Clicking on the <u>List</u> option next to the PD Name text box will display a search box and a list of all the PD names in NCI (note that Fig.3 shows only a portion of the list retrieved)
 - a. You may scroll down the list and click on the PD name (Fig.4) or
 - b. You may enter the first or first few letters of the last name in the search box to limit your displayed list and click on the PD name. (Fig. 5)

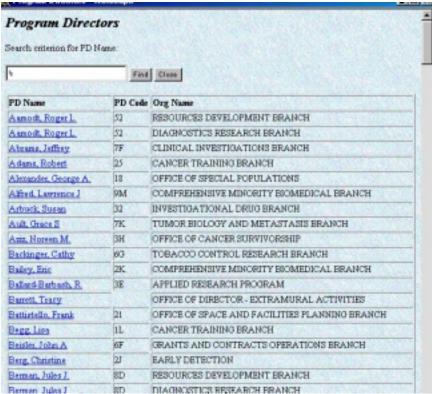


Fig. 3 - the List of values for PD Name

Kimes, Brian	23	CANCER TRAINING BRANCH	1
Klabunde, Carrie CK	45.	APPLIED RESEARCH PROGRAM	
Klabunde, Carrie CK	40	HEALTH SERVICES AND ECONOMICS BRANCH	
Klaus Kovton, Vera M	1K	OFFICE OF ASSOC DIR - CENTERS, TRAINING AND RESOURCES	
Kopelovich Levy	9F	CHEMOPREVENTIVE AGENT DEVELOPMENT	
Krebe-Smith, Suran	22	APPLIED RESEARCH PROORAM	
Kreps, Gury	6L	HEALTH COMMUNICATIONS AND INFORMATICS RESEARCH BRANCH	
Lawrence, Julia	7C	CHEMOPREVENTIVE AGENT DEVELOPMENT	
Le. Phong	99	EXTRAMURAL FINANCIAL DATA BRANCH	
Liebernan, Ronald	41	CHEMOPREVENTIVE AGENT DEVELOPMENT	
Lipecomb, Joseph JL	3K	APPLIED RESEARCH PROORAM	
Lipscomb, Joseph JL	380	OUTCOMES RESEARCH ERANCH	
Liu, Yung-Pin	44	CHEMICAL AND PHYSICAL CARCINOGENESIS BRANCH	3
Lia Yung-Pin	44	Carcinogenesis Mechanisms	
LoMonico, Anita S	88	CANCER IMMUNOLOGY AND HEMATOLOGY BRANCH	
Longfellow, David C.	38	CHEMICAL AND PHYSICAL CARCINOGENESIS BRANCH	-

Fig. 4 – using scroll to find PD Name = LoMonico (yellow arrow)



Fig. 5 – using the search to find all PD's last name starting with "l"

2) Clicking on LoMonico (PD name) brings you back to the initial search screen but now the PD Name box and the CA box are populated by your selection. (Fig. 6)

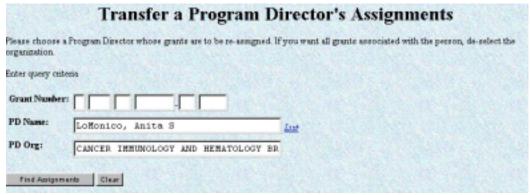


Fig. 6 - Population of the PD name and PD Org after selection from the <u>list</u>.

3) Clicking on the "Find Assignments" button will move you to the next screen and bring back a list of all the grants assigned to the PD (LoMonico, Anita in this example). (Fig.7)

elow. O	nly those grants ti	THE RESIDENCE OF THE PARTY OF T	ked	will be transferred		o the Destination Program Director specific w Program Director Unchecked grants w
PD Name	1				List	Select All Grants
PD Org:		Programme and the		Constitution of the State		De-Select All Grants
Start Dat	te New PD: 16-F	Part Part	NA.	T 51-3-5214		
Change (CA:	List Use this field		THE ROLL IN VIOLENCE WHILE THE PERSON		
Constitute 2	PD Name	h to change the can Grant Num	100	PD Start Date PD Es	d Date	
		1 K22CA089285-D1		05-NOV-2000		
-	LoMonico, Anita S	1P01CA088961-01A1	IM	05-NOV-2000		
- 300	LoMonico, Anita S	LR13AID4694-01	IM	29-DBC-1998		
-	LoMonico, Anita S	LR13AI044473-01	IM	29-DEC-1998		
- 9823	LoMonico, Anita S	1R13AI046075-01	iM	14-FEB-1999		
- 5235	LoMonico, Anita 3	1R13AID48531-01	IM	15-JUL-2000		
- 200	LoMonico, Anita S	LR13AI048532-01	IM	L5-JUL-2000		
TANK!	LoMonico, Anita S	IRI3CA078614-01	IM	29-DBC-1998		
- 918	LoMonico, Anita S	1R13CA079960-01	IM	29-DBC-1998	100	
F 1888	LoMonico, Anita 3	LR13CA080116-01	IM	29-DEC-1998	100	
	LoMonico, Anita S	IR13CA082190-01	IM	10-FEB-1999	Stell 6	
	LoMonico, Anita S	LR13HL062173-01	IM	29-DEC-1998	18 J.	
	LoMonico, Anita S	1R15CA079501-01	IM	29-DEC-1998		
	LoMonico, Anita 3	LR15CA079505-01	IM	29-DEC-1998		
	LoMonico, Anita S	LR21AI044738-01	M	17-MAR-1999		
Г	LoMonico Anta S	1R43N3039244-01	IM	05-MAR-1999		

Fig. 7 – List of grant assignments for PD = LoMonico, Anita

Next, you will select the grants you wish to transfer and Program Director to whom you wish to transfer the grants.

To transfer all of the grants, click on the "select all" button. This places a check mark in the "Transfer?" column next to each of the grants. To select individual grants, click in the "Transfer" column box next to the grant(s) you wish to transfer.

4) In this example, we will transfer only 1K22CA089285-01 by clicking on the box in the "Transfer" column (Fig.8)

To select the Program Director to whom the grant(s) should be transferred, click on the <u>List</u> next to the PD Name box, which brings up a list of PD names associated with Cancer Activities. The process is the same as the one used in choosing the PD Name in step 1 Figures 4 and 5. You may use either the scroll (fig4.) or the search function (Fig. 5)

If the new PD is not associated with the same Cancer Activity as the PD from whom the grants are being transferred, you will have to fill in the "Change CA" box.

5) Clicking on the <u>List</u> next to PD Name, we will choose Anne Heath as the recipient PD. The result is shown in the top portion of Fig. 8

Notice that the PD organization for Heath, Anne K., Cancer Genetics Branch, is different from the PD Organization for LoMonico, Anita S., Cancer Immunology and Hematology Branch.

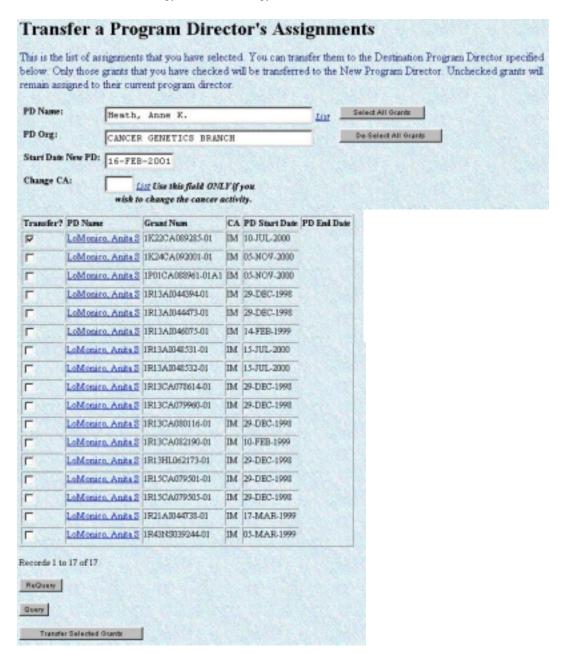


Fig.8 - PD Name populated and grant to transfer selected.

6) Clicking on the "Transfer Selected Grants" should complete the process, but in this case an error (Fig.9) will be returned because the two Cancer Activities are not the same and the "Change CA" box has not been filled.

Results from Program Director Assignments Transfer Error: Grant 1K22CA089285-01 could not be transfered. The new Program Director Heath, Anne K., CGB is not assigned to cancer activity IM on 02/16/2001. NOW Home J PD Transfer Home.

Fig. 9

To correct this error and complete the grant assignment transfer:

- 7) Use the back button of the browser to return you to the transfer page (Fig.8).
- 8) Now "Change CA" by clicking on the List next to the "Change CA" text box and choosing CGB (Cancer Genetics Branch) from the list.

The results are shown in Fig. 10

This is th	Committee of the Commit	ts that you have sel	ecte	d You can tr	ansfer them	ents to the Destination Program Director specific New Program Director. Unchecked grants w
PD Nam	assigned to their cur we: Heath	rent program direct	tor.		List I	Select All Grants
PD Org: CANCER GENETICS BRANCH						De-Select All Orants
Change	CAI CGB	B-2001 List Use this field ON to change the cancer				
Transfer	? PD Name	Grant Num	CA	PD Start Date	PD End Dat	
P	LoMonico, Anita S	1K22CA089285-01	IM	10-JUL-2000		
Г	LoMonico, Anita S	1K24CA093001-01	IM	05-NOV-2000		
	LoMonico, Anita S	1P01CA088961-01A1	IM	05-NOV-2000		
Г	LoMonico, Anita S	1R13Al044394-01	IM	29-DBC-1998		
Г	LoMonico, Anita S	1R13AI044473-01	IM	29-DEC-1998		
Г	LoMonico, Anita S	1R13AI046075-01	IM	14-FEB-1999		

Fig. 10 – filling in the "Change" CA box

9) Complete the process by clicking on the "Transfer Selected Grants" button. Since the information is correctly completed this will result in a success message being displayed (Fig. 11).

Results from Program Director Assignments Transfer
Success: IMPACII accepted the change.
Success: Grant 1K22CA089285-01 no longer assigned to the current Program Director LoMonico, Anita S, CIB.
Success: Great 1K22CA089285-01 is now assigned to the new Program Director Heath, Anne K., CGB.
Success: Orant 1K20CA089285-01 was transfered under cancer activity ON
NOW Home JPD Transfer Home